

VDOT Staunton District Subdivision Checklist

for:

Citizens, Developers, Engineers, Surveyors and other Interested People

To provide an itemized list of plans, documents, design calculations and other requirements for proposed subdivision roadway improvements to be submitted to VDOT for review and approval

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Subdivision Name/Phase _____	
Nearest State Route No. _____	County/Town _____
Plan Date _____	Latest Revision Date _____
Submittal Date _____	Submittal # (1st, 2nd) _____
Name of Firm, Designer, Phone No. _____	

The following items should be shown or addressed in subdivision roadway plans and documents submitted to VDOT for approval. Check appropriate blank next to each item, sign last page and submit checklist with plans. Right blank is for VDOT use only.

A. GENERAL

Yes	No	N/A	VDOT	Items
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	1. 3 copies submittal letter attached outlining proposed development & discussing any waivers or modifications from VDOT Standards either being requested or previously agreed to.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	2. 3 copies of traffic study, erosion & sediment control narrative and drainage calculations, pavement & typical road section design calculations. Bound, pages numbered, no loose pages, table of contents. May combine in 1 report.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	3. 4 copies plans (if rolled, please have print facing out)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	4. All plans are to be in accordance with VDOT's Subdivision Street Requirements, Road & Bridge Standards, Road & Bridge Specifications, Minimum Standards of Entrances to State Highways, Road Design Manual, L & D Instructional and Informational Memoranda, Drainage Manual and other applicable VDOT and Federal policies.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	5. Plans should be self-explanatory with sufficient notes to explain the intent or purpose of the design.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	6. Title Sheet
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	7. Subdivision name, phase, owner w/ address and phone #
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	8. Designer with address, phone #, and professional stamp
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	9. Tax Map #, Magisterial District, County, City or Town
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	10. Master Plan (show which roads built, which roads in system)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	11. Plat, if available, showing rights-of-way, lots & easements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	12. Type of development, i.e. indust., single-family residential
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	13. Current and proposed zoning of property & adjacent parcels
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	14. Location map with scale
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	15. General Notes including required VDOT general notes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	16. Date, revision dates
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	17. Sheet Index with all sheets numbered and dated
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	18. All lines and symbols clear & labeled; all text legible
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	19. Existing vs. proposed items easily distinguishable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	20. Plans must clearly indicate which roads are to be built for acceptance into VDOT's Secondary System of Highways

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B. REVISIONS

Yes	No	N/A	VDOT		Items
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	1.	Letter from designer must accompany revised plans submitted to VDOT for re-evaluation describing changes made on revised plans & dates of old & revised plans. Letter should discuss any items that were not changed as requested & modifications that were made due to request of other agencies.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	2.	2. Mark changed items with highlighter on 2 of the 5 sets. Large revised areas need only be circled with a highlighter

C. TRAFFIC ANALYSIS

Yes	No	N/A	VDOT		Items
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	1.	Must be included with all subdivisions submitted.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	2.	Minimum analysis includes projected traffic count, with supporting computations (10 trips/day for single-family or per ITE's Trip Generation), for each street between intersections. Where roads can be extended in the future, analysis must consider ultimate proposed traffic.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	3.	Developer responsible for supplying sufficient information to support designs shown.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	4.	Detailed plans and studies may be required that address: <ul style="list-style-type: none"> * traffic analysis of existing and proposed conditions * intersection analysis including need for signalization/ channelization/turn lanes & modification to exist. signals * proposed roadway improvements to accommodate traffic generated by proposed development

D. PLAN SHEETS

Yes	No	N/A	VDOT		Items
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	1.	North arrow, scale
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	2.	Match lines clearly keyed to adjoining sheets w/ stations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	3.	Limits of subdivision, limits of each phase
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	4.	Both edges of pavement (EP), shoulder width, and right-of-way (R/W) of connecting or adjacent streets along entire development plus 200' minimum each way. Show existing road spot elevations of both EP's and centerline @ 25' intervals near connection. Pavement design of existing streets.

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Yes	No	N/A	VDOT		Items
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	5.	Existing crossovers, entrances, utilities, storm sewers, etc. that may be affected by proposed development.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	6.	Street names and state route numbers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	7.	Distance reference (to 0.01 mile) to nearest intersection
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	8.	Centerline * stationed w/ 50' ticks, 100' or 500' labels * stations of begin/end, intersections, PC, PI, PT * curve data
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	9.	Proposed EP, curb, and R/W lines and construction limits
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	10.	Intersection sight distances, especially at connection to existing state route (field measure w/ target 10' off EP)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	11.	Posted speed limit of existing adjacent roads
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	12.	Lengths of turn lanes and tapers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	13.	EP and R/W radii for cul-de-sac and flares (fillets)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	14.	Lots: * lot lines and numbers * entrances per Standard PE-1 or CG-9 * entrance pipe size, type & length (can show in schedule)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	15.	Preliminary guardrail design, where needed, shown with lengths & terminals per VDOT standards. Final approval of layout to be given by VDOT's Traffic Engineering Section after grading is mostly complete.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	16.	Relevant on-site & off-site topographic features/structures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	17.	All existing and proposed utilities (See K. UTILITIES)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	18.	All exist. and prop. drainage facilities (See I. DRAINAGE)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	19.	Include Erosion & Sediment Control Plan Sheets

E. TYPICAL ROAD SECTIONS

Yes	No	N/A	VDOT		Items
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	1.	Road and stations to which each applies
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	2.	Proposed traffic count and design speed for each street (can be shown in a schedule)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	3.	Centerline and R/W width
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	4.	Width & slope of pavement, shoulder, ditch, etc; type shoulder
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	5.	Curb type, sidewalk, utility strip, etc., if applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	6.	Cut and fill slopes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	7.	Pavement design in accordance with VDOT's: Subdivision Street Requirements, Superpave Asphalt Design Mixes and Pavement Design Guide for Subdivision & Secondary Roads in Virginia (Minimum design for any road is 8" 21-B Aggregate with Prime & Double Seal. Minimum design for any road with curb & gutter is 8" 21-B with 2" SM-9.5A Asphalt Concrete.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	8.	Show types, depths and application rates of all pavement and aggregate layers and prime coats.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	9.	All aggregate layers are to extend 1' beyond EP

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F. OTHER TYPICAL SECTIONS/DETAILS

Yes	No	N/A	VDOT		Items
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	1.	Where each applies
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	2.	Pavement widening or overlays of existing roads; crossovers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	3.	Special ditches: show shape, depth, slope, lining, min/max grade. If paved, show details or VDOT Standard.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	4.	Entrances (internal, commercial or private)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	5.	Special undercut or fill measures for unsuitable material, existing ponds, sinkholes, controlled fill, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	6.	Special drainage designs, structures, basins, berms, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	7.	Details of all items that are not a VDOT standard or are a modification of a VDOT standard item.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	8.	Cross sections of road, drainage, or other proposed construction may be required at areas of concern such as at connections to primary roads, when work is close to exterior property lines, at other constricted areas, etc.

G. ROAD PROFILES

Yes	No	N/A	VDOT		Items
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	1.	Street name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	2.	Horizontal and vertical scale and grid
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	3.	Existing ground line (extended 100' minimum beyond slope tie-in)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	4.	Proposed finished grade line
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	5.	Percent grade, vertical curve data including K value (=L/A)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	6.	Stations and elevations at begin/end, 50' min. intervals high & low points, PVC, PVI (CG), PVT, @ intersecting roads EP's and centerline (include super), & at sub. phase limits
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	7.	Provide adequate landing
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	8.	Intersection sight distances: eye = 3.5', object = 4.25'
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	9.	Stopping sight distance(crest curves): eye=3.5',object=0.5'
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	10.	Culverts: size, type, invert, pipe number
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	11.	Storm sewer profiles and drainage structures (within R/W)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	12.	Ditch profile (where non-standard)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	13.	Water lines, sanitary sewer, and existing underground utilities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	14.	Special undercut or fill areas

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H. OTHER PROFILES

Yes	No	N/A	VDOT		Items
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	1.	Special ditches, storm sewers, outfalls - extend ground line 100' minimum beyond tie-in
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	2.	Entrances needing special attention, i.e. steep, constricted. (Tie proposed grade to edge of shoulder, not EP).

DRAINAGE (shown on plan & profile sheet,
supplemental or detail sheet)

Yes	No	N/A	VDOT		Items
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	1.	Contour plan of entire development and adjacent area *every 5th contour highlighted & elevation clearly labeled * minimum contour interval usually two feet * shown on road plans or as separate sheet showing entire drainage system design * stationed centerline and r/w lines shown * drainage sub-areas outlined, labeled and areas shown * showing topographic features, existing buildings, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	2.	Existing and relocated streams and drainage ways.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	3.	Existing and proposed pipes, storm sewers, and drainage structures with location, size, type, lengths, inverts, design cover, and flow arrows.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	4.	Proposed ditches (center of all shown graphically accurate by either flow arrows, finished contours, lining symbols or other methods). Show where linings begin and end.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	5.	Std CD-1 underdrains @ all sags and other appropriate spots
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	6.	Storm sewer system w/ VDOT standard structures. Show top, rim, height, grate & invert elevations and throat lengths.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	7.	Plan, profile and typical section of all ditches other than standard roadside ditches
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	8.	Proposed drainage easements to natural watercourses (usually 20' minimum width).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	9.	Existing drainage facilities possibly affected by proposed development: location, size, inverts, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	10.	Erosion & sediment control measures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	11.	Stormwater management plans and computations, where necessary

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J. DRAINAGE COMPUTATIONS

Yes	No	N/A	VDOT		Items
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	1.	Should be self-explanatory. See A.2.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	2.	Subdivision name, date, author, professional stamp
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	3.	In accordance with VDOT's current criteria including VDOT's Drainage Manual. Discuss any methods or references used that are not generally used by VDOT.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	4.	Sufficient background, supporting information and summary of any computer printouts submitted
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	5.	Copy of USGS Topo map showing drainage patterns of area.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	6.	Discuss whether future sections are considered in design.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	7.	Hydrology: drainage subareas to agree with contour plan, design discharge calculations, pre & post-development flows.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	8.	Hydraulics: Pipe, ditch, storm sewer & inlet computations.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	9.	Outfall analysis (Evaluation of receiving channel/structure)

K. UTILITIES

Yes	No	N/A	VDOT		Items
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	1.	Show all existing underground and overhead utilities and easements, proposed water and sanitary mains, service laterals, types, sizes, and appurtenances.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	2.	Utilities should be located off R/W, where possible.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	3.	Utilities should be located out of pavement, where possible.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	4.	Adjustment of existing utilities, where needed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	5.	Proposed utility crossings of existing roads: show location, alignment, size, type, encasements, lengths, crossing methods
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	6.	Route utilities under culverts where possible
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	7.	Set fire hydrants at R/W on lot lines, where possible.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	8.	Set manholes, valves, etc. in shoulder, utility strip or behind sidewalk, where possible.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	9.	Set street lights at right-of-way line, outside clear zone.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	10.	Check for conflicts between utilities, road and drainage.

L. TEMPORARY CUL-DE-SACS / ROADS TO BE EXTENDED

Yes	No	N/A	VDOT		Items
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	1.	Traffic study must address ultimate projected traffic. If master plan of future area to be served is unavailable, give information on & discuss acreage, access & zoning of adjacent land. Discuss any County Comprehensive Plan available

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Yes	No	N/A	VDOT		Items
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	2.	Indicate pavement design.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	3.	Provide adequate temporary easement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	4.	On profile, extend existing ground line and future grade line enough to show a satisfactory extension is possible.

M. CURB & GUTTER STREETS

Yes	No	N/A	VDOT		Items
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	1.	Show street widths and radii to face of curb
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	2.	Show entrance type
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	3.	Show Std CG-12's @ intersections & other req'd. locations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	4.	Tie standard CD-1 underdrains into drop inlets
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	5.	Intersection and cul-de-sac details are usually needed to show: type of intersection (i.e. CG-11), how drainage is handled, top of curb and EP elevations around radii, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	6.	Provide necessary drainage computations

N. MISCELLANEOUS

Yes	No	N/A	VDOT		Items
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	1.	If subdivision identification sign is desired, provide for in easement off of right of way
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	2.	If any special use of R/W is desired such as bike paths, landscaping, irrigation system, lighting, parking, retaining walls, etc., provide full details and technical specs. These may need to be shown on separate plan sheets
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	3.	Details of any special entrance road design, i.e. one way, islands, medians, etc. Details of cluster mailbox pull-offs

I hereby certify to the best of my knowledge that the above stated information is included in the submitted plans and attachments.

Designer's Signature: _____

Date: _____